

ASSIGNMENT 1

Textbook Assignment: "Shop Organization and Administration, " chapter 1, pages 1-1 through 1-55.

- 1-1. An example of a local commitment to work with which of the following units is a shop obligation?
1. Printshop
 2. Transiting SSBN
 3. Regionally located command
 4. A command in the same naval district
- 1-2. Generally, obligations to perform work subject to financial reimbursement for units and commands outside of your command are called what?
1. Reoccurring obligations
 2. External commitments
 3. Public relations (PR) work
 4. Kumshaw
- 1-3. Interservice, interagency, and interdepartmental support agreements define external commitments for which of the following provisions?
1. Reoccurring services
 2. Financial reimbursement
 3. Both 1 and 2 above
 4. Positional authority
- 1-4. Ideally, a Navy drafting shop consists of a work area and which other areas?
1. A reproduction area and a smoke area
 2. A reproduction area and a storage area
 3. A storage area and a smoke area
 4. A storage area and a darkroom area
- 1-5. The pitch and roll of a ship that is underway affects the placement of supplies and equipment in the graphics shop.
1. True
 2. False
- 1-6. Dirty spaces produce dirty work, which negatively impacts what critical aspect of the shop?
1. Smell
 2. Readiness
 3. Appearance
 4. Personal space
- 1-7. A locally established policy or instruction on the function and use of the graphics shop produces all EXCEPT which of the following benefits?
1. Curtailment of abuse
 2. Shop chain of command
 3. Criteria for priority work
 4. Request approval chain of command
- 1-8. Which of the following instruction provides guidance in writing performance evaluations and counseling procedures?
1. SECNAVINST 5216.5
 2. SECNAVINST 5500.4
 3. BUPERSINST 1610.9
 4. BUPERSINST 1616.10
- 1-9. Formalized external agreements between units are specifically addressed in what instruction?
1. NAVPUBINST 5600.44
 2. SECNAVINST 5215.1
 3. OPNAVINST 5290.1
 4. DODINST 4000.19
- 1-10. Biannual inspection criteria is found in what instruction?
1. JCP No. 26
 2. NAVPUBINST 5600.44
 3. NAVPUBINST P-2002
 4. SECNAVINST 5603.2
- 1-11. The Reprographics Management Program defines procedures, terminology, and economical copier limitations for what type of commands?
1. Sea only
 2. Shore only
 3. Both sea and shore
 4. Training
- 1-12. What log provides information on the daily expenditures in stock and toner?
1. Job Log
 2. Copier Production Log
 3. Economical Copying Limit Log
 4. Reproduction Production Log

- 1-13. The Department of the Navy, Publications and Printing Regulations, NAVSO P-35, contains guidance on which of the following topics?
1. Copyright reproduction
 2. Production of a newspaper or newsletter
 3. Color separation and limitations
 4. Names and stock numbers readily available through supply
- 1-14. The NAVPUBINST P-2002 is a regulation that lists which of the following information?
1. Ceremonial printing
 2. Copyright regulations
 3. Color printing
 4. Signage stock numbers, and unit of issue
- 1-15. Besides environmental protection, the Precious Metals Recovery Program provides what benefits to the Navy?
1. Reduced shop waste
 2. Altered work routines
 3. Waste disposal alternatives
 4. Savings or credit
- 1-16. Acceptable limitations on the alteration of official DoD imagery includes which of the following categories?
1. Conventional photographic techniques
 2. Video imagery
 3. Post-production enhancement
 4. All of the above
- 1-17. What instruction requires you to submit a visual information report?
1. OPNAVNOTE 5290
 2. OPNAVINST 5290.1
 3. OPNAVINST 5510.1
 4. NAVPUBINST 5600.44
- 1-18. How often should you submit a visual information report?
1. Semiannually
 2. Annually
 3. Biannually
 4. Every third year
- 1-19. The Navy security manual is known by what short title?
1. OPNAVINST 5510.1
 2. OPNAVINST 5290.1
 3. SECNAVINST 5210.11
 4. SECNAVINST 5600.20
- 1-20. The intent of the Navy Forms Management Program does NOT specifically include what feature?
1. Standardization
 2. Reduction of duplication
 3. Minimization of new forms creation
 4. Encouragement of interservice use of forms
- 1-21. Where on a locally prepared form is the designation for approval and currency located?
1. Lower right-hand corner
 2. Upper right-hand corner
 3. Lower left-hand corner
 4. Upper left-hand corner
- 1-22. The Standard Subject Identification Code consists of how many (a) sections and (b) major subject groups?
1. (a) 5, (b) 12
 2. (a) 5, (b) 13
 3. (a) 4, (b) 12
 4. (a) 4, (b) 13
- 1-23. After removing an item from a file, you should indicate its whereabouts by what means?
1. A blank sheet of paper
 2. A new folder
 3. A Chargeout record
 4. A backing board
- 1-24. When you have found an item previously reported as lost or stolen, you should follow procedures outlined in what instruction?
1. SECNAVINST 5510.11
 2. SECNAVINST 5215.1
 3. SECNAVINST 5216.5
 4. SECNAVINST 5500.4
- 1-25. A work of authorship or design that you created as part of your official duties is subject to copyright protection.
1. True
 2. False
- 1-26. Information on the use of copyrighted materials is found in what instruction?
1. NAVSUP P-2002
 2. OPNAVINST 3150.25
 3. OPNAVINST 5290.1
 4. OPNAVINST 5870.5

- 1-27. SECNAVINST 5600.20 pertains to what topic?
1. Copyright protection
 2. Information security
 3. Graphic design standards
 4. Standard subject identification codes
- 1-28. Ceremonial paper stock in the government supply system is found as part of what instruction?
1. NAVSO P-35
 2. SECNAVINST 5603.2
 3. NAVPUBINST P-2002
 4. NAVPUBINST 5600.42
- 1-29. What document(s) do the figures for completing the Visual Information (VI) annual report come from?
1. DD Form 1995/2
 2. Shop job log
 3. Printshop job orders
 4. Expedited supply records
- 1-30. What should you do with MSDS sheets?
1. File them in supply
 2. File them in divisional spaces
 3. Make them readily available in the shop
 4. Loosely throw them in a bottom drawer
- 1-31. By using a standard form whenever possible, you can save which of the following expenditures?
1. Time
 2. Manpower
 3. Supplies
 4. Each of the above
- 1-32. The ability to retrieve desired material quickly is a feature of what managerial tool?
1. Good managerial decisions
 2. An effective filing system
 3. Good supervisory decisions
 4. An effective storage system
- 1-33. Which of the following personnel is/are responsible for checking material into or out of shop files?
1. The LPO only
 2. The senior DM only
 3. The DM in charge of the files
 4. All shop personnel
- 1-34. A picture morgue is meant to provide what kind of material to the DM?
1. Copy
 2. Layout
 3. Clip art
 4. Reference
- 1-35. What information should you write on the back of each picture in your picture morgue?
1. Your name
 2. Shop code
 3. Command name
 4. Copyright
- 1-36. You should fold a picture that is too large for a picture morgue folder in what way?
1. In half
 2. In fourths
 3. With the picture side in
 4. With the picture side out
- 1-37. The amount of supplies you waste on a job should not exceed what percentage of the total supplies expended?
1. 1%
 2. 2%
 3. 3%
 4. 4%
- 1-38. A combination of completed jobs, current jobs, upcoming special projects, and prospective deployments and exercises will show you what trends?
1. Absenteeism
 2. Worker apathy
 3. Supply quantities
 4. Deployment intensity
- 1-39. The effects of modernizing your shop capabilities do NOT necessarily include which of the following results?
1. Increased quality
 2. Increased liberty
 3. Increased quantity
 4. Ease of performance
- 1-40. When you use the first in/first out method of storing, what information should you write on the outer package?
1. Contents only
 2. Receipt date only
 3. Receipt date and contents only
 4. Receipt date, contents, and shelf location

- 1-41. Careful planning is essential during which of the following managerial and supervisory steps?
1. Coordinating
 2. Estimating supplies
 3. Training
 4. Each of the above
- 1-42. An efficiently run shop is a result of what characteristic?
1. Abundant liberty
 2. Excessive personnel
 3. Extended work hours
 4. A clear-cut chain of command
- 1-43. The process of dividing work into manageable tasks and arranging them into logical order is the result of what supervisory skill?
1. Planning
 2. Training
 3. Organizing
 4. Coordinating
- 1-44. Assigning workers to complete jobs independently does NOT encourage what advantage?
1. Pride in accomplishment
 2. Development of new skills
 3. Overview of the entire picture
 4. Rapid production
- 1-45. When you coordinate support from outside shops, it's important for you to meet deadlines for what primary reason?
1. To maintain good order
 2. To prevent work stoppages
 3. To make your shop look good
 4. To prevent cutting into support shop deadlines
- 1-46. Warranted feedback should meet which of the following criteria?
1. Be honest and constructive
 2. Be public and critical
 3. Be cutting
 4. Be exaggerated
- 1-47. Which of the following forms of feedback is spontaneous and intangible?
1. Liberty
 2. Evaluations
 3. Verbal exchanges
 4. Challenging assignments
- 1-48. Negative motivation results in desirable behaviors.
1. True
 2. False
- 1-49. Inaccurate reporting on forms and inventories can result in which of the following consequences?
1. Overstocked supplies
 2. Underused equipment
 3. Inaccurate time cards
 4. Loss of funding and billets
- 1-50. When you are unable to complete a task on time, you should take which of the following actions?
1. Avoid the originator
 2. Renegotiate job priorities
 3. Reassign the job to another worker
 4. Follow-up and provide updates to the originator
- 1-51. Who is the primary link to rating knowledge in the shop?
1. The worker
 2. The supervisor
 3. The division officer
 4. The department head
- 1-52. You, as a worker and new DM, are most obliged to do which of the following tasks?
1. Field day the shop
 2. Parrot the supervisor
 3. Answer phone inquiries
 4. Actively learn new skills
- 1-53. You should take responsibility for your actions when you are in which of the following positions?
1. LPO
 2. Trainee
 3. Work shop supervisor
 4. Each of the above
- 1-54. Where should job orders be kept while a job is being worked on?
1. In the shop file
 2. With the job
 3. In the job log
 4. With the originator
- 1-55. How long should you retain completed job orders before discarding them?
1. 6 months
 2. 12 months
 3. 18 months
 4. 24 months

- 1-56. Job orders should present a complete picture of the work requested by an originator for what reason?
1. To fill in all the blanks
 2. To satisfy the originator
 3. To retrieve job orders after filing
 4. To answer the workers' questions without interrupting the job
- 1-57. When you create a local job order form, you should include the criteria from what report?
1. VI report
 2. JCP No. 1
 3. JCP No. 5
 4. JCP No. 6
- 1-58. The entries in a job order log will assist you in predicting what kinds of trends?
1. Shop waste
 2. Reoccurring requests
 3. Deployment schedules
 4. Work load and supply use
- 1-59. As a DM, who is/are your customers?
1. A subordinate
 2. Your supervisor
 3. Coworkers and peers
 4. Each of the above
- 1-60. When you are NOT able to assist a customer, what action should you take?
1. Refer the customer to another source
 2. Take the job anyway
 3. Refuse the job
 4. Apologize
- 1-61. The reputation of the shop depends upon the actions of what individual?
1. The division officer
 2. The supervisor
 3. A co-worker
 4. You
- 1-62. Who should the LPO assign as a quality control inspector?
1. Only the DM with a keen eye for detail and knowledge of drafting standards
 2. The shop know-it-all
 3. The junior DM
 4. The senior DM
- 1-63. When, if ever, should a quality control inspector inspect original artwork?
1. When the original is protected with an overlay
 2. When the inspector deems it necessary
 3. When it is standard practice to inspect an original
 4. Never